

Please choose your component of service

Army

Active/Cadet/Active Guard Reserve (AGR)
Reserve
National Guard

Civilian

DoD Civilian Employee (includes Civilians employed by the Army, Navy, & Defense Agencies)

“Regular” Civilian (includes Civilians that are traveling in support of but **not employed** by the Department of Defense (i.e., Army, Navy, Air Force, Marines, & Defense Agencies))

Navy

Other

For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through [Defense Travel System](#) (DTS)?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Which military branch cut your orders?

- Army
- Other

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

☒ Yes

☐ No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.
- **Email:** kumission@dfas.mil
or
- **FTP Server:** Corp2

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Unfortunately...

- DFAS Travel does not pay your type of travel.
- Please contact your servicing finance office for details about where to submit your travel claim. For additional questions, please consult your chain of command for proper filing procedures.

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Hmm...

- DFAS *might* process your travel claim.
- Please contact the DFAS Travel Pay Customer Service to determine where to submit your travel claim.
 - Toll free: 1-888-332-7366
 - DSN: 699-0300
 - Email: DFAS-IN.Travel@dfas.mil

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through **Defense Travel System (DTS)**?

- Yes
- No

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Please choose your type of travel

- TDY/TCS
- PCS
- I'm traveling as a result of a noncombatant evacuation

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Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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Unfortunately...

- DFAS does not process Navy PCS claims
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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Your travel claim type is a...

Navy Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
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8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

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 - **Email:** DFASINTravelColumbus@dfas.mil
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 - **Email:** DFASINTravelColumbus@dfas.mil
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- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

☒ Yes

☐ No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN: Travel Pay: Contingency Travel.
- **Email:** kumission@dfas.mil
or
- **FTP Server:** Corp2

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You are traveling in support of...

- Space and Naval Warfare Systems (SPAWAR)
- Naval Undersea Warfare Center (NUWC-Newport and Keyport)
- Naval Air Systems Command (NAVAIR)
- Naval Sea Systems Command (NAVSEA)
- Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake
- Naval Surface Warfare Center (NSWC)-Crane Division
- Naval Reserve Officers Training Corp (NROTC)
- Other

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to **DFAS-IN Travel Pay: Contingency Travel.**
- **Email:** kumission@dfas.mil
or
- **FTP Server:** Corp2

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Unfortunately...

- We cannot determine your type of travel.
- Please contact your unit to determine where to send your Navy Travel Claim.

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through [Defense Travel System](#) (DTS)?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

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- DFAS Travel cannot pay your manual travel claim.
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- [Click here for DTS](#)

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Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)/ Retirement travel
- TDY/TCS
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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Select one of the following types of PCS

- **PCS claim and advances**
- **Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)**
- **Retirement Claim**

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Your travel claim type is a...

MilPCS

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your DMPO.

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Your travel claim type is a...

Mil PCS PPM/DITY Claim

All military **PPM/DITY** claims must go through the servicing Transportation Office for approval of weight allowance. Then, submit to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

MilPCS Retirement Claim

Please submit your Retirement Travel Claim to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail.

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

Casualty Travel Claim

● Please submit your Casualty claim to **DFAS- IN Travel Pay: Casualty Travel.**

● **Fax Number:** 317-275-0138

DSN: 510-366-0138

● **Email:** DFAS-INTravelCasualty@dfas.mil

● **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Are you a mobilized soldier?

This includes all members of the National Guard traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation.

☒ Yes

☐ No

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Unfortunately.

- DFAS Travel does not pay non-mobilized National Guard soldiers' TDY Travel.
- Please submit your claim through your unit chain of command and it will be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

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Are you traveling in support of another agency?

Check the accounting classification, if it starts with a “**97**”-click yes.

If traveling in support of the Army Materiel Command-click yes.

- Yes
- No

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Army National Guard ☐ No DTS ☐ TDY/TCS ☐ Mobilized ☐
KUMISSION ☐ Agency ☐

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Are you traveling in support of any of the following agencies?

**Defense Contract Management Agency
(DCMA),
Defense Contract Audit Agency (DCAA), or
Defense Logistic Agency (DLA)**

- Yes
- No

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Army National Guard □ No DTS □ TDY/TCS □ Mobilized □
KUMISSION □ Agency □ Not DCMA/DCAA/DLA □

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Are traveling in support of
Army Materiel Command (AMC)?

- Yes
- No

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Army National Guard □ No DTS □ TDY/TCS □ Mobilized □
Not KUMISSION □ Agency □ Not DCMA/DCAA/DLA □ AMC

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Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Army National Guard □ No DTS □ TDY/TCS □ Mobilized □
KUMISSION □ Agency □ Not DCMA/DCAA/DLA □ Not AMC

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Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

☒ Yes

☐ No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.
- **Email:** kumission@dfas.mil
or
- **FTP Server:** Corp2

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Army National Guard □ No DTS □ TDY/TCS □ Mobilized □
KUMISSION □ No Agency □

Are you requesting an advance?

- Yes
- No

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Army National Guard □ No DTS □ TDY/TCS □ Mobilized □
KUMISSION □ No Agency □ Advance

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Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Army National Guard □ No DTS □ TDY/TCS □ Mobilized □
Not KUMISSION □ No Agency □ Not Advance

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Your travel claim type is a....

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through [Defense Travel System](#) (DTS)?

- Yes
- No

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Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)/ Retirement travel
- Normal TDY and Deployments (this includes TCS travel)
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through [Defense Travel System](#) (DTS)?

- Yes
- No

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Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/Do-It-Yourself Move (DITY)/Retirement travel
- TDY/TCS
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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Your travel claim type is a...

Casualty Travel Claim

● Please submit your Casualty claim to **DFAS-IN Travel Pay: Casualty Travel.**

● **Fax Number:** 317-275-0138

DSN: 510-366-0138

● **Email:** DFAS-INTravelCasualty@dfas.mil

● **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Select one of the following types of PCS

- **PCS claim and advances**
- **Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)**
- **Retirement Claim**

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Your travel claim type is a...

MilPCS

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your DMPO.

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Your travel claim type is a...

Mil PCS PPM/DITY Claim

All military PPM/DITY claims must go through the servicing Transportation Office for approval of weight allowance. Then, submit to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

MilPCS Retirement Claim

Please submit your Retirement Travel Claim to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail.

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

☒ Yes

☐ No

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Your travel claim type is a...

Active Kuwait Mission Travel Claim

- Please send your Active Kuwait Mission Travel Claim to **DFAS-Rome Travel Pay: Active Travel Kuwait Mission Team**.
- **Email:** DRO-KU-MISSION@DFAS.MIL

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Are you traveling in support of another agency?

Check the accounting classification, if it starts with a “**97**”-click yes.
If traveling in support of the Army Materiel Command-click yes.

- Yes
- No

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Are you traveling in support of any of the following agencies?

**Defense Contract Management Agency
(DCMA),
Defense Contract Audit Agency (DCAA), or
Defense Logistic Agency (DLA)**

- Yes
- No

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KUMISSION □ Agency □ Not DCMA/DCAA/DLA

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Are traveling in support of
Army Materiel Command (AMC)?

- Yes
- No

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Active/Cadet/AGR □ No DTS □ Normal TDY/Deployments □
Not KUMISSION □ Agency □ Not DCMA/DCAA/DLA □ AMC

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Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Active/Cadet/AGR □ No DTS □ Normal TDY/Deployments □
KUMISSION □ Agency □ Not DCMA/DCAA/DLA □ Not AMC

Exit

Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Active/Cadet/AGR □ No DTS □ Normal TDY/Deployments □
Not KUMISSION □ Agency □ DCMA/DCAA/DLA

Exit

Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
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Attn: Dept 3700
8899 East 56th Street
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Not KUMISSION □ No Agency □

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Are you requesting an advance?

- Yes
- No

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“Regular” Civilian □ No DTS □ Army □ Reserve Command □ Advance

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Your travel claim type is a....

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel**.
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Casualty Travel Claim

- Please submit your Casualty claim to **DFAS-IN Travel Pay: Casualty Travel**.
- **Fax Number:** 317-275-0138
DSN: 510-366-0138
- **Email:** DFAS-INTravelCasualty@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Casualty Travel
Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a....

Casualty Travel Claim

- Please submit your Casualty claim to **DFAS-IN Travel Pay: Casualty Travel**.
- **Fax Number:** 317-275-0138
DSN: 510-366-0138
- **Email:** DFAS-INTravelCasualty@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Casualty Travel
Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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“Regular” Civilian □ No DTS □ Army □ Reserve Command □ Not Advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel**.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700

8899 East 56th Street
Indianapolis, IN 46249

Attn:

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Are you requesting an advance?

- Yes
- No

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“Regular” Civilian ☐ No DTS ☐ Army ☐

Please choose your type of travel

- I’m traveling in support of the Army Active Command
- I’m traveling in support of the Army Reserve Command
- I’m traveling in support of the Army National Guard
- I’m traveling for a family member that was wounded or killed in action
- I’m traveling as a result of a noncombatant evacuation

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Are you traveling in support of a Contingency Operation?

This includes traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation

- Yes
- No

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“Regular” Civilian □ No DTS □ Army □ National Guard □ Contingency □

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Are you requesting an advance?

- Yes
- No

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“Regular” Civilian □ No DTS □ Army □ National Guard □ Contingency □
Advance

Exit

Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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“Regular” Civilian □ No DTS □ Army □ National Guard □ Contingency □
Not Advance

Exit

Your travel claim type is a....

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately.

- When your Civilian TDY travel does not pertain to a contingency operation supported by the Army National Guard, DFAS Travel cannot pay your travel claim.
- Please contact the command that provided you with your orders and request that your claim be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

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Your travel claim type is a...

Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.

● **Fax Number: 317-275-0329**

DSN: 510-366-0329

● **Mailing address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Active/Cadet/AGR□No DTS□Normal TDY/Deployments□Not KUMISSION□
No Agency□Advance

Exit

Your travel claim type is a...

Active Duty Advance

● Please submit your Active Duty Advance to **DFAS-Rome**

Travel Pay: Active Travel.

● **Fax Number:** 317-275-0330

DSN: 510-336-0330

● **Email:** DRO-TravelAdvance@dfas.mil

● **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Select one of the following types of PCS

- **PCS claim and advances**
- **Personally Procured Move(PPM)/Do-It-Yourself Move(DITY)**
- **Retirement Claim**

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Your travel claim type is a...

MilPCS

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your **DMPO**.

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Your travel claim type is a...

MIL PCS PPM/DITY Claim

All military PPM/DITY claims must go through the servicing Transportation Office for approval of weight allowance. Then, submit to **DFAS-Rome Travel Pay: PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

MILPCS Retirement Claim

Please submit your Retirement Travel Claim submit to
DFAS-Rome Travel Pay: PCS Travel via fax or mail.

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Active/Cadet/AGR □ No DTS □ Normal TDY/Deployments □
KUMISSION □ No Agency □ Not Advance

Exit

Your travel claim type is a...

Active Travel Claim

- Please submit your Active Travel Claim to **DFAS-Rome**

Travel Pay: Active Travel.

- **Fax Number:** 317-275-0329

DSN: 510-366-0329

- **Email:** DRO-ArmyTravel@dfas.mil

- **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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“Regular” Civilian □ No DTS □ Army □ Active Command □ Not Advance □

Exit

Your travel claim type is a...

Active Travel Claim

- Please submit your Active Travel Claim to **DFAS-Rome**

Travel Pay: Active Travel.

- **Fax Number:** 317-275-0329

DSN: 510-366-0329

- **Email:** DRO-ArmyTravel@dfas.mil

- **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Are you requesting an advance?

- Yes
- No

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“Regular” Civilian □ No DTS □ Army □ Active Command □ Advance

Exit

Your travel claim type is a...

Active Duty Advance

- Please submit your Active Duty Advance to **DFAS-Rome**

Travel Pay: Active Travel.

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** DRO-TravelAdvance@dfas.mil

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Are you traveling in support of another agency?

Check the accounting classification, if it starts with a “97”-click yes.

If traveling in support of the Army Materiel Command-click yes.

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

☒ Yes

☐ No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.
- **Email:** kumission@dfas.mil
or
- **FTP Server:** Corp 2

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Are you traveling in support of any of the following agencies?

**Defense Contract Management Agency
(DCMA),
Defense Contract Audit Agency (DCAA), or
Defense Logistic Agency (DLA)**

- Yes
- No

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Army Reservist ☐ No DTS ☐ TDY/TCS ☐ Agency ☐ Not KUMISSION ☐
DCMA/DCAA/DLA ☐

Not

Exit

Are traveling in support of
Army Materiel Command (AMC)?

- Yes
- No

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Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Army Reservist □ No DTS □ TDY/TCS □ Agency □ Not KUMISSION □
Not DCMA/DCAA/DLA □ Not AMC

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Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Are you a mobilized soldier?

This includes all Reservists traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation.

☒ Yes

☐ No

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

☒ Yes

☐ No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.
- **Email:** kumission@dfas.mil
or
- **FTP Server:** Corp 2

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □

Exit

Please choose your type of travel

- Temporary Disability Retirement Leave (TDRL)
- Active Duty Operational Support (ADOS)
- Initial Active Duty Training (IADT)/Warrior Transition Course (WTC)
- Annual Training (AT)
- Active Duty Training (ADT)/ Active Duty Training School (ADTS)
- Basic Officer Leadership Course (BOLC)
- Active Duty for Special Works (ADSW)
- Other TDY

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Are your orders cut for 180 days or longer?

- Yes
- No

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Army Reservist□ No DTS□ TDY□ No Agency□ Not mobilized□ ADSW□>179 days

Exit

Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □
ADSW □ <180 days □

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Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADSW □ <180 days □ Advance

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel**.
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADSW □ <180 days □ Not Advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN**
Travel Pay: Reserve Travel.

- **Fax Number:** 317-275-0334
DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

Attn:

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Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ Other TDY □
Advance □

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336

DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services

Attn: Dept 3700

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Not Advance □

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

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Who cut your travel orders?

- Reserve Command in St. Louis, MO
- Other

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Army Reservist ☐ No DTS ☐ TDY ☐ No Agency ☐ Not mobilized ☐ BOLC ☐
Other ☐

Exit

Do your orders state PCS authorized?

This includes “PCS Auth”, “PCS Authorized”, “ Permanent Change of Station”, etc.

- Yes
- No

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Army Reservist ☐ TDY ☐ No Agency ☐ Not mobilized ☐ BOLC ☐ Other ☐ Not PCS ☐

Exit

Are you requesting an advance?

- Yes
- No

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Army Reservist ☐ TDY ☐ No Agency ☐ Not mobilized ☐ BOLC ☐ Other ☐ Not
PCS ☐ Advance

Exit

Your travel claim type is a...

Active Duty Advance

- Please submit your Active Duty Advance to **DFAS-Rome**

Travel Pay: Active Travel.

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** DRO-TravelAdvance@dfas.mil

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Army Reservist ☐ TDY ☐ No Agency ☐ Not mobilized ☐ BOLC ☐ Other ☐ Not
PCS ☐ Not advance

Exit

Your travel claim type is a...

Active Travel

- Please submit your Active Travel Claim to **DFAS-Rome**
Travel Pay: Active Travel.

- **Fax Number:** 317-275-0329

DSN: 510-366-0329

- **Email:** DRO-ArmyTravel@dfas.mil

- **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ BOLC □ St. Louis □

Exit

Do your orders state PCS authorized?

This includes “PCS Auth”, “PCS Authorized”, “Permanent Change of Station”, etc.

- Yes
- No

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Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Army Reservist ☐ No DTS ☐ TDY ☐ No Agency ☐ Not mobilized ☐ BOLC ☐ St.
Louis ☐ Not PCS

Exit

Are you requesting an advance?

- Yes
- No

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Army Reservist □ TDY □ No Agency □ Not mobilized □ BOLC □ St. Louis □
Not PCS □ Advance

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel**.
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist □ TDY □ No Agency □ Not mobilized □ BOLC □ St. Louis □
Not PCS □ Not advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700

8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Will you be PCSing immediately after this travel?

- Yes
- No

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enroute □

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Are you requesting an advance?

- Yes
- No

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enroute □ Not advance

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN**
Travel Pay: Reserve Travel.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700

8899 East 56th Street
Indianapolis, IN 46249

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enroute □ Advance

Not

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336

DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services

Attn: Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Your travel claim type is a...

TDY Enroute to a MilPCS Travel Claim

- Please submit your TDY Enroute to a Mil PCS claim/advance to **DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Exit

Please choose your type of ADOS

- OP-ADOS
- CO-ADOS
- ADOS-RC
- ADOS

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □
CO-ADOS □

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Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □
ADOS □

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Are your orders cut for 180 days or longer?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □ ADOS □
>179 days □

Exit

Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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□ <180 days

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Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □ ADOS □ <180 days □ Advance

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336

DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services

Attn: Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Are your orders cut for
180 days or longer?

- Yes
- No

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Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □
ADOS □ <180 days □ Not advance

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN**
Travel Pay: Reserve Travel.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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ADOS □ Advance

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Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
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ADOS-RC □ <180 days □ Advance

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel**.
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized
□ ADOS □ ADOS-RC □ >179 days

Exit

Unfortunately....

- It is against regulations (JFTR) to have an ADOS-RC order with a duration of 180 days or more.
- Please return to your command and have them revoke your existing ADOS-RC orders and obtain new ADOS-RC orders.

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □
ADOS-RC □ <180 days □ Not advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN**
Travel Pay: Reserve Travel.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

Attn:

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □ CO-ADOS □ Not advance

Exit

Your travel claim type is a....

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Do your orders require you to be at one location for 20 weeks or longer?

- **Yes**

- Ex₁: 20 weeks at Ft. Gordon for Basic & 9 weeks at Ft. Sam Houston for MOS
- Ex₂: 15 weeks at Ft. Gordon for Basic and 6 weeks at Ft. Gordon for MOS

- **No**

- Ex₁: 19 weeks at Ft. Gordon for Basic and 19 weeks at Ft. Sam Houston for MOS
- Ex₂: 19 weeks 3 days at Ft. Sam Houston for Basic and MOS

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Do your orders require you to be at one location for 140 days or longer?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □
OP-ADOS □

Exit

Are your orders cut for 180 days or longer?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □ OP-
ADOS □ <180 days □

Exit

Are you requesting an advance?

- Yes
- No

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Army Reservist□ TDY□ No Agency□ Not mobilized□ ADOS□ OP-ADOS□ <180 days□
Not DTS□Advance

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336

DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services

Attn: Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADOS □ OP-
ADOS □ <180 days □ Not Advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN**
Travel Pay: Reserve Travel.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADT/ADTS □
>139 days

Exit

Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □
ADOS □ >179 days □

Exit

Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADT/ADTS □
<140 days □

Exit

Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ IADT/WTC □
< 20 Weeks □

Exit

Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ IAL
< 20 Weeks □ Advance

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336

DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services

Attn: Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ IAL
< 20 Weeks □ Not Advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN**
Travel Pay: Reserve Travel.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ IAD
>20 Weeks

Exit

Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Are you requesting an advance?

- Yes
- No

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What are the last 5 numbers of your accounting line/classification?

- 28013
- Other

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Are you requesting an advance?

- Yes
- No

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Army Reservist ☐ No DTS ☐ TDY ☐ No Agency ☐ Not mobilized ☐ TDRL ☐
Other ☐ Advance

Exit

Your travel claim type is a...

Active Duty Advance

- Please submit your Active Duty Advance to **DFAS-Rome Travel**

Pay: Active Travel.

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** DRO-TravelAdvance@dfas.mil

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Army Reservist ☐ No DTS ☐ TDY ☐ No Agency ☐ Not mobilized ☐ TDRL ☐
Other

Exit

Are you requesting an advance?

- Yes
- No

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Army Reservist□No DTS□TDY□ No Agency□Not mobilized□ADT/ADTS□<140 days□
Not Advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN**
Travel Pay: Reserve Travel.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ ADT/ADTS □ <140 days □ Advance

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ TDRL □ Other
□ Not advance

Exit

Your travel claim type is a...

Active Travel

- Please submit your Active Travel Claim to **DFAS-Rome**
Travel Pay: Active Travel.

- **Fax Number:** 317-275-0329

DSN: 510-366-0329

- **Email:** DRO-ArmyTravel@dfas.mil

- **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336

DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services

Attn: Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY □ No Agency □ Not mobilized □ TDRL □
28013 □ Not Advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN**
Travel Pay: Reserve Travel.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Army Reservist ☐ No DTS ☐ TDY/TCS ☐ No Agency ☐ Mobilized ☐ Not
KUMISSION ☐

Exit

Are you requesting an advance?

- Yes
- No

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Army Reservist □ No DTS □ TDY/TCS □ No Agency □ Mobilized □
KUMISSION □ Advance

Exit

Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist □ No DTS □ TDY/TCS □ No Agency □ Mobilized □ Not
KUMISSION □ Not Advance

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Your travel claim type is a...

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through [Defense Travel System](#) (DTS) ?

- Yes
- No

Help

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Please choose your type of travel

- TDY
- PCS
- I'm traveling in support of a soldier that was wounded or killed in action
- I'm traveling as a result of a noncombatant evacuation

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Are you traveling as a result of a
Navy noncombatant evacuation?

- Yes
- No

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Are you traveling as a result of one of the following defense agencies' noncombatant evacuation?

Defense Contract Management Agency
(DCMA),

Defense Contract Audit Agency (DCAA),

Defense Logistic Agency (DLA), or

Defense Technical Information Center (DTIC)

- Yes
- No

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Your travel claim type is a...

Noncombatant Evacuation Operation (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTravelColumbus@dfas.mil
 - **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTravelColumbus@dfas.mil
 - **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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Your travel claim type is a...

Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.

- **Fax Number: 317-275-0329**

DSN: 510-366-0329

- **Mailing address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

Casualty Travel Claim

- Please submit your Casualty claim to **DFAS- IN Travel Pay: Casualty Travel.**

- **Fax Number:** 317-275-0138

DSN: 510-366-0138

- **Email:** DFAS-INTravelCasualty@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

☒ Yes

☐ No

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Are you traveling in support of the
Active Army Command?

Note: This also includes Active Guard Reserve (AGR)

☐ Yes

☐ No

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Your travel claim type is a...

Active Kuwait Mission Travel Claim

- Please send your Active Kuwait Mission Travel Claim to **DFAS-Rome Travel Pay: Active Travel Kuwait Mission Team**.
- **Email:** DRO-KU-MISSION@DFAS.MIL

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to **DFAS-IN Travel Pay: Contingency Operations.**
- **Email:** kumission@dfas.mil
- or
- **FTP Server:** Corp2

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Are you employed by any of the following defense agencies?

Defense Contract Management Agency (DCMA),

Defense Contract Audit Agency (DCAA),

Defense Logistic Agency (DLA), or
Defense Technical Information Center (DTIC)

- Yes
- No

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Are you employed by
Army Materiel Command (AMC)?

- Yes
- No

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Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Service
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Civilian PCS Advance

- Please submit your Civilian PCS travel advance to **DFAS-Columbus Travel Pay.**
- **Fax number:** (216)367-3428
DSN: 580-7839
- **Mailing address:**
DFAS Travel Columbus
P.O. Box 369015
Attn: DFAS-JT/CO
Columbus, OH 43236-9015

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Your travel claim type is a...

Civilian PCS

- Please submit your Civilian PCS claim to **DFAS-Columbus Travel Pay.**
- **Fax number:** 216-367-3422
216-367-3423
216-367-3424
DSN: 580-7833, 7834, 7835
- **Mailing address:**
DFAS Travel Columbus
P.O. Box 369015
Attn: DFAS-JT/CO
Columbus, OH 43236-9015

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through [Defense Travel System](#) (DTS)?

- Yes
- No

If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Which branch of the Department of Defense are you traveling to support?

- **Army** (For Army Materiel Command (AMC), click Defense Agency)
- **Navy**
- **Defense Agency** (**Note:** Check your order’s accounting classification, if it begins with a “**97**”, click here)
- **Other**

“Regular” Civilian □No DTS□Navy□

Exit

Are you traveling as a result of a noncombatant evacuation?

- Yes
- No

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“Regular” Civilian ☐ No DTS ☐ Navy ☐ NEO ☐

Exit

Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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“Regular” Civilian □ No DTS □ Navy □ NEO □ Not Group A □

Exit

Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTravelColumbus@dfas.mil
 - **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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“Regular” Civilian □ No DTS □ Navy □ NEO □ Not Group A □ Group B

Exit

Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please contact the command that produced your order to find out where to submit your claim.

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Are you traveling as a result of a noncombatant evacuation?

- Yes
- No

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“Regular” Civilian □ No DTS □ DoD/Defense Agency □ NEO

Exit

Are you traveling as a result of one of the following defense agencies’ noncombatant evacuation?

Defense Contract Management Agency
(DCMA),
Defense Contract Audit Agency (DCAA),
Defense Logistic Agency (DLA), or
Defense Technical Information Center (DTIC)

- Yes
- No

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Your travel claim type is a...

Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.

- **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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“Regular” Civilian □ No DTS □ DoD/Defense Agency □ NEO □ Not DCMA, DCAA, DLA, DTIC

Exit

Your travel claim type is a...

Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.

● **Fax Number: 317-275-0329**

DSN: 510-366-0329

● **Mailing address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Are you traveling in support of any of the following agencies?

Defense Contract Management Agency (DCMA),

Defense Contract Audit Agency (DCAA),

Defense Logistic Agency (DLA), or
Defense Technical Information Center (DTIC)

- Yes
- No

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“Regular” Civilian □ No DTS □ DoD/Defense Agency □ Not NEO □ Not DCMA/DCAA/DLA/DTIC □

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Are traveling in support of
Army Materiel Command (AMC)?

- Yes
- No

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“Regular” Civilian □ No DTS □ DoD/Defense Agency □ Not NEO □ Not DCMA/DCAA/DLA/DTIC □ AMC

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Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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“Regular” Civilian □ No DTS □ DoD/Defense Agency □ Not NEO □ Not DCMA/DCAA/DLA/DTIC □ Not AMC

Exit

Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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“Regular” Civilian □ No DTS □ DoD/Defense Agency □ Not NEO □
DCMA/DCAA/DLA/DTIC

Exit

Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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You are traveling in support of...

- Space and Naval Warfare Systems (SPAWAR)
- Naval Undersea Warfare Center (NUWC-Newport and Keyport)
- Naval Air Systems Command (NAVAIR)
- Naval Sea Systems Command (NAVSEA)
- Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake
- Naval Surface Warfare Center (NSWC)-Crane Division
- Naval Reserve Officers Training Corp (NROTC)
- Other

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“Regular” Civilian □ No DTS □ Navy □ Not NEO □ Space and Naval Warfare Systems (SPAWAR)

Exit

Your travel claim type is a...

Navy Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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“Regular” Civilian □ No DTS □ Navy □ Not NEO □ Naval Undersea Warfare Center (NUWC-Newport & Keyport)

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Your travel claim type is a...

Navy Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
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“Regular” Civilian □ No DTS □ Navy □ Not NEO □ Naval Air Systems Command (NAVAIR)

Exit

Your travel claim type is a...

Navy Travel Claim

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 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
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Exit

Your travel claim type is a...

Navy Travel Claim

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“Regular” Civilian □ No DTS □ Navy □ Not NEO □ Naval Reserve Officers
Training Corp (NROTC)

Exit

Your travel claim type is a...

Navy Travel Claim

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“Regular Civilian” ☐ No DTS ☐ Navy ☐ Not NEO ☐ Other

Exit

Unfortunately...

- We were unable to determine your type of travel.
- Please contact the unit that cut your orders to determine where to send your Navy Travel Claim.

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Unfortunately...

- We were unable to determine your type of travel.
- Please contact the command that produced your order to find out where to submit your claim.

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Which branch of the Department of Defense are you traveling to support?

- **Army** (For Army Materiel Command (AMC), click Defense Agency)
- **Navy**
- **Defense Agency** (**Note:** Check your order's accounting classification, if it begins with a “**97**”, click here)
- **Other**

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Please choose your type of travel

- I'm traveling in support of the Army Active Command
- I'm traveling in support of the Army Reserve Command
- I'm traveling in support of the Army National Guard

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DoD Civilian ☐ No DTS ☐ TDY ☐ Not KUMISSION ☐ Army ☐
Guard ☐

Nat ☐ Exit

Are you traveling in support of a Contingency Operation?

This includes traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation

- Yes
- No

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DoD Civilian ☐ No DTS ☐ TDY ☐ Not KUMISSION ☐ Army ☐
Guard ☐ Contingency ☐

National
Exit

Are you requesting an advance?

- Yes
- No

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DoD Civilian ☐ No DTS ☐ TDY ☐ Not KUMISSION ☐ Army ☐
Guard ☐ Contingency ☐ Advance

Nat Exit

Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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DoD Civilian □ No DTS □ TDY □ Not KUMISSION □ Army □
Guard □ Contingency □ Not Advance

National

Exit

Your travel claim type is a....

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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DoD Civilian □ No DTS □ TDY □ Not KUMISSION □ Army □
Guard □ Non Contingency

National
Exit

Unfortunately.

- When your Civilian TDY travel does not pertain to a contingency operation supported by the Army National Guard, DFAS Travel cannot pay your travel claim.
- Please submit your claim through your unit chain of command and it will be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Active Duty Advance

- Please submit your Active Duty Advance to **DFAS-Rome**

Travel Pay: Active Travel.

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** DRO-TravelAdvance@dfas.mil

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Active Travel Claim

Travel Pay: Active Travel.

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a....

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel**.

- **Fax Number:** 317-275-0336

DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services

Attn: Dept 3700

8899 East 56th Street

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel**.

- **Fax Number:** 317-275-0334

DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Dept 3700

8899 East 56th Street
Indianapolis, IN 46249

Attn:

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Unfortunately...

- We were unable to determine your type of travel.
- Please consult your chain of command to determine where to send your Navy Travel Claim.

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Unfortunately...

- We are unable to determine your type of travel.
- Please consult your chain of command and/or contact the command cutting your order to find out where to file your travel claim.

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Additional Questions?

Please contact the appropriate
Travel Pay Customer Service line for assistance.

DFAS Travel Pay Customer Service	Phone	Email
Civilian PCS	Toll Free:1-800-756-4571, option 3 Com: 216-522-6998 DSN: 580-6998	Col-travel-claims@dfas.mil
All Other DFAS Travel Questions	Toll Free:1-888-332-7366 Com: 317-212-0300 DSN: 699-0300	DFAS-IN.Travel@dfas.mil

